

Teitl: Title:	Attendance Policy
Fersiwn: Version	
I bwy mae'r Polisi hwn yn berthnasol? Who does this Policy Relate to?	Myfyrwyr / Staff / Myfyrwyr a Staff / Arall (rhowch fanylion) Students

Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	Impact Assessment Stage 1
<i>Effaith ar yr Iaith Gymraeg</i> <i>Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr Iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.</i>	<i>Welsh Language Impact</i> An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

Adolygu a Chymeradwyo / Review and Approval

Perchennog y Ddogfen: Document Owner:	<i>Vice Principal Quality</i>		
Ymgynghoriad / Consultation:	<i>Inclusion, Student Services, Academic Services and Progress Coach Co-ordinators.</i>		
Dyddiad cymeradwyo / Date Approved	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group	<i>Enw'r Grŵp a'r Dyddiad / Name of group & date</i>	
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:	<i>5th June 2024</i>	
	Pwyllgorau'r Bwrdd / Board Committees:	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	<i>Os yn berthnasol / If applicable</i>
		Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	<i>Os yn berthnasol / If applicable</i>
		Pwyllgor Cyllid, Pobl a Diwylliant / Finance, People & Culture Committee:	<i>Os yn berthnasol / If applicable</i>
	Corff Llywodraethu / Governing Body:	<i>Os yn berthnasol / If applicable</i>	
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Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r [Ffurflen Cais Cyfieithu](#)
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Rhifwch bob adran a pharagraff
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Attendance Policy

1. Purpose

Attendance is crucial for success in courses, which is important for both employment and further education. Punctuality is essential for positive teaching and learning experiences and poor punctuality affects the learning environment. The college is committed to supporting learners who face barriers to their college experience and will provide advice, guidance and support. Attendance and punctuality data is regularly reported across all levels of the organisation and to Senior Managers, the Executive Team and Governors.

2. Scope

This policy covers all full time learners at the college.

3. Key Principles

3.1 Attendance & Punctuality Expectations

- Learners should attend all timetabled sessions on time and arrive ready and prepared to begin at the session's start time. The College will provide support for learners with low attendance. However if attendance falls below the required level, the college may suspend or withdraw a learner's studies, unless there are valid reasons agreed by the college.
- Learners should make every effort to attend all scheduled sessions, including face-to-face and online sessions where provided.
- Learners should notify the college if they can't attend class, at the earliest opportunity through the most effective means. This should be through the Student App in the first instance.
- Where practicable, colleagues should aim to record attendance within the first 20 minutes of the class beginning.

3.2 Attendance-Based Payments:

- Absences may affect financial support like EMA and WGLG payments.
- Eligible students receive payments for full attendance. Absences require evidence. Support will be provided in these circumstances by Student Services.
- Decisions related to payments can be appealed through Student Services.

3.3 Support for Learners with existing barriers to attendance and/or punctuality:

- Learners should share information that may affect attendance and punctuality at the earliest opportunity, including on application. For example, health or wellbeing needs or

caring responsibilities. Learner Services and Inclusion can support this and reasonable adjustments will be considered.

3.4 Support for Learners with emerging attendance/punctuality issues:

- Learners should report any emerging issues at the earliest opportunity. This can be reported to progress coaches or student services. Issues may include (not excluding) mental health and wellbeing, changes in living arrangements, family circumstances.
- Learners will be supported to access internal and external support services.
- If a learner is not attending due to issues of bullying or harassment, the college will pro-actively seek to resolve this as a priority, in line with the Student Anti- Harassment, Bullying and Hate Crime Policy and Procedure.
- The college will make every effort to provide reasonable adjustments to support the learner and ensure success within their learning programme.
- In some instances, the learner may be temporarily removed from the college to allow time to overcome their barriers to education. This will be discussed fully with the learner prior to any decision making and support will be made available, in line with the Student Re-Engagement Policy.

3.5 Rewarding Attendance:

- Learners with good, or improved attendance will be recognised and their achievements recorded.
- Colleagues must take every opportunity to recognise efforts with attendance and punctuality. This will be person-centred and should focus on progress against prior efforts. For example, where a learner has overcome a barrier and is making positive progress.

3.6 Probationary Arrangements:

- Learners with serious / known attendance issues (typically progression learners) may be supported through an action plan and/or a trial period prior to, and following, enrollment.
- The College will support learners through the Student Re-engagement Policy if they have previously withdrawn or have had previous difficulties with attendance or punctuality. This is likely to include clear actions and a probationary period.

3.7 Learners Who Stop Attending:

- The College will make an effort to contact learners who stop attending. In some instances a referral to safeguarding may be made. If there is no contact with the learner or the identified appropriate individual for four weeks, the college may presume the learner has left and withdraw them from their programme of study.

3.8 Monitoring and reporting on Attendance Data

- Curriculum Managers, Curriculum Teams and relevant Support colleagues must monitor attendance data regularly to appropriately support learners and maximise their success.